

## **FINANCIAL ANALYST**

**PURPOSE:** Maintain, examine, and report accounting and financial management records in an assigned functional area to ensure that revenues are received and expenditures are made in accordance with applicable laws and regulations.

**FUNCTIONAL AREAS:** Under limited supervision:

1. Perform professional financial management activities in the area of accounting.
  - \* A. Prepare comprehensive financial statements in accordance with generally accepted accounting principles.
  - \* B. Establish special accounting systems and related procedures to maintain proper and efficient accounting records.
  - \* C. Collaborate with federal and state agencies to ensure compliance with all applicable laws and regulations.
2. Perform professional financial management activities in the area of cash management.
  - \* A. Monitor and analyze cash cycles, reporting and forecasting, and internal controls.
  - \* B. Monitor and evaluate banking needs, initiate and capture electronic banking transactions, oversee accounts receivable and collections.
  - \* C. Analyze and make investments in accordance with state guidelines and city policies.
  - \* D. Perform accounting and reporting activities required for enforcement of the Sales Tax Ordinance, special assessments and lawful gambling.
3. Perform professional financial management activities in the area of budget.
  - \* A. Analyze past and present financial operations and estimate future revenues and expenditures to assist in the preparation, presentation, and maintenance of budgets.
  - \* B. Formulate revenue trends and expenditure forecasts.
  - \* C. Develop and adjust or revise computer applications and reports.
4. Perform professional financial management in the area of internal auditing and operations analysis.
  - \* A. Review departmental records to ensure proper recording of accounting transactions and compliance with applicable laws, policies, and procedures.
  - \* B. Conduct special studies to evaluate organizational efficiency, economy, and effectiveness of operations.
  - \* C. Prepare reports of findings and recommended actions for management.

5. In all functional areas of financial management (1-4 above), provide information and training to co-workers, other departments, authorities boards, and public agencies as assigned.
  - A. Assign, check, and direct work of employees within the work unit
  - B. Train and assist support staff.
  - C. Assess changing needs and requirements within area of expertise and report to supervisor.
  - D. Represent supervisor as required.
  - E. Provide technical expertise and assistance to other departments, authorities, boards, and public agencies.
  - F. Coordinate special projects and prepare reports and graphic presentations as assigned.

## JOB REQUIREMENTS

### 1. Education & Experience Requirements

- \* A. A four-year bachelor's degree in Accounting or equivalent. Examples of equivalency include a two-year associate degree in Accounting with two years of experience, or a degree in a related field (such as Business Administration or Management) with one year's experience in Accounting.
- B. Experience in governmental accounting preferred.

### 2. Knowledge & Skill Requirements

- \* A. Thorough knowledge of generally accepted accounting principles, methods, practices, and terminology.
- \* B. Knowledge of governmental accounting.
- \* C. Knowledge of accepted office practices and procedures.
- \* D. Knowledge of basic computer operations.

### 3. Ability Requirements

- \* A. Ability to complete the training program as approved by the Joint Apprenticeship Training Committee (JATC).
- \* B. Ability to perform mathematical calculations with speed and accuracy.
- \* C. Ability to systematically perform detail work.
- \* D. Ability to read and interpret statistical data and computer reports.
- E. Ability to analyze financial data to solve problems, make decisions, and formulate projections.
- F. Ability to communicate effectively in both oral and written forms.
- \* G. Ability to operate office machines.
- H. Ability to establish and maintain effective working relationships with city employees and officials, public agencies and private businesses, and the general public.
- \* I. Ability to utilize computer software.

- \* J. Ability to learn to use the city financial systems.
- K. Ability to reach for files in high or low file drawers.
- L. Ability to perform SEDENTARY WORK (defined as lifting ten pounds maximum and occasionally lifting and/or carrying articles such as docket, computer reports, and ledgers).

\*Essential functions, or job requirements necessary on the first day of employment.

Anlst: CT	Date: 20040826
Union: Basic	Pay: 70% to 100% of 136E
CSB: 09/07/04	
CC: 09/27/04	Res: 04-0639R